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25 May 1956

MEMORANDUM FOR: Project Director of Administration

SUBJECT : Security, Custodial Responsibilities

1. Attached for your review is a proposed security report form. It is planned that such a form will be routinely completed by each specific Security Officer assigned any custodial transportation responsibility. This would include any courier, escort (of personnel) or related special assignment. From each detachment such reports would be chronologically designated and forwarded to Headquarters about every week.

2. A specific trip report is essential to insure control, recordation of movement, development of contacts, and standardization of the entire transportation of Project tasks. Further, the early establishment of such records will provide a history of such support. The latter will undoubtedly be valuable during the probable critique of Project affairs at the conclusion of our activities.

3. With proper instructions to the Detachment Commanders the attached form will adequately provide a basis for any Headquarters review. Within the "comments" section we can develop suggestions for modification of procedures or controls.

4. Your comments regarding the desirability of a trip report and/or the format and content of the attachment would be appreciated. I would like to prepare a number of these forms for examples, and a dispatch of instruction to Detachment "A" should you approve this procedure.

Project Security Officer

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Attachment:
Proposed Form

Distribution:
0 & 2 - addressee
3 - proj chrono
4 - proj reading
5 - 7 - SO

vod (22 May 56)

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